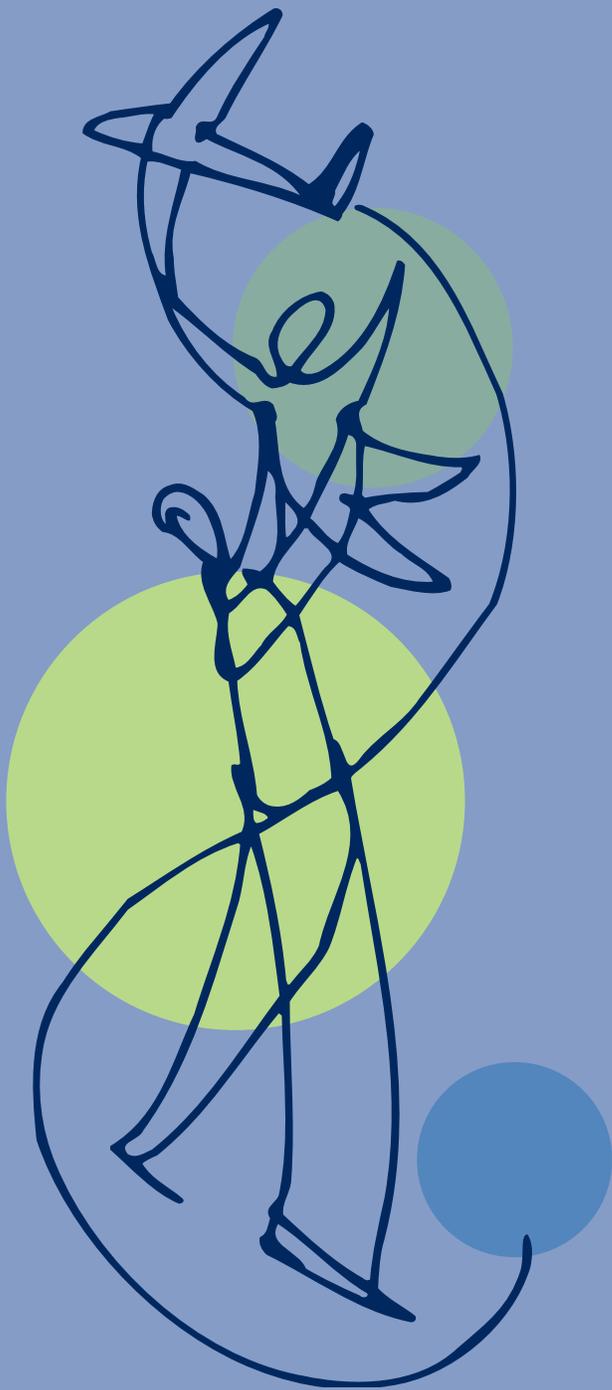


# THE FATHER FACTOR:

## National Head Start Institute on Father Involvement



### Registration Booklet



June 14 – 18, 2004

Dallas, Texas

*Register by May 28, 2004*

*Hotel Reservations deadline is May 10, 2004*

*Para obtener este folleto en español, visite nuestro sitio:  
[www.hsnrc.org](http://www.hsnrc.org)*





## DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES  
Head Start Bureau  
330 C Street, SW  
Washington, D.C. 20447

February 2004

Dear Colleagues and Friends:

I am pleased to invite you to join us for *The Father Factor: National Head Start Institute on Father Involvement*, which will be held in Dallas, Texas, on June 14-18, 2004. For the first time, the Head Start Bureau is bringing together leaders of every Head Start and Early Head Start program in the nation to focus on enhancing father involvement through Head Start. I invite you to join your colleagues from around the country in participating in this exciting and celebratory event.

The Institute's theme, *The Father Factor*, speaks to the invaluable contributions that fathers can make to the well-being of children. It also reaffirms Head Start's core commitment to the involvement of both parents in the lives of their children, their Head Start programs, and their communities.

Through the Institute and other related activities, the Head Start Bureau will assist Head Start program leadership, staff, and parents in developing and sustaining effective programs to strengthen families and support the ongoing involvement of fathers in Head Start, and in the lives of their children. This, in turn, will contribute to the healthy development of and improved outcomes for children.

The goals of the Institute are to—

- Ensure that all Head Start programs and staff understand the beneficial impact of father involvement on the development and well-being of children;
- Facilitate the effective involvement of fathers in the lives of Head Start children;
- Showcase and build on best practices regarding fatherhood; and
- Present information and training that is based on research, grounded in practical application, and consistent with the cultural diversity of the Head Start community.

To make sure that this national training Institute is both informational and inspirational, the Head Start Bureau is committed to featuring the best speakers—teachers, researchers, and practitioners—the fatherhood field has to offer.

The Head Start Bureau is recommending that programs consider sending up to three persons representing the following positions: Program Director, Policy Council Member, Parent Leader (preferably a father), and Male Involvement/Parent Involvement Specialist. These individuals will play a key role in creating or enhancing effective father involvement plans in your local programs and in effecting systems changes which may be necessary to achieve that end.

I strongly encourage each of you to take advantage of the excellent learning and information-sharing opportunities the Institute offers. Our Head Start children will benefit immensely with the support of both their fathers and their mothers to achieve their greatest potential.

I look forward to seeing you in June!

Windy M. Hill  
Associate Commissioner  
Head Start Bureau

# Registration Information

To register for the National Head Start Institute on Father Involvement, visit [www.hsnrc.org](http://www.hsnrc.org) or complete the Institute Registration Form on the following page and send it, along with your \$300 registration fee, to:

National Head Start T/TA Resource Center  
c/o Pal-Tech, Inc.  
1000 Wilson Boulevard, Suite 1000  
Arlington, VA 22209  
Attention: Fatherhood Institute

The \$300 registration fee entitles you to participate in the Opening Plenary and Welcoming Reception, daily Plenary Sessions, Workshops, Exhibits, and the Closing Luncheon.

*Please Note: With the exception of the Welcoming Reception and Closing Luncheon, meals will not be provided at the Institute. The Dallas Convention Center will provide participants with the opportunity to purchase breakfast and lunch in Exhibit Halls A and B throughout the week.*

## CANCELLATIONS

Cancellation of your Institute registration must be received in writing. Cancellations postmarked prior to May 28, 2004, are subject to a \$75 administrative fee. There will be no refunds on cancellations after that date. All refunds will be issued after the Institute.

## CHILD CARE SERVICES

If you would like to receive information about child care services and related fees, please check the appropriate box on the Institute Registration Form.

## SPECIAL NEEDS

The Dallas Convention Center and all Institute hotels are in full compliance with public accommodation requirements of the Americans with Disabilities Act. Please indicate on the Institute Registration Form any special assistance you may require.

## SPANISH INTERPRETATION

Spanish Interpretation will be available at the Plenary Sessions during the Institute. Please indicate on the Institute Registration Form if you will require Spanish Interpretation.

## CONTINUING EDUCATION UNITS (CEUs)

If possible, CEUs will be offered for successful completion of Institute assignments and experiences. Please check the appropriate box on the Institute Registration Form to receive more information.

## 21<sup>st</sup> CENTURY EXPLORING PARENTING PRE-INSTITUTE TRAINING OVERVIEW

A training session on the 21st Century Exploring Parenting program, with special emphasis on literacy issues and working with fathers, will be held Monday, June 14, from 8:30 a.m. to 3:30 p.m. and Tuesday through Thursday, June 15-17, from 4:00 p.m. to 5:30 p.m. The goals of 21st Century Exploring Parenting are to get to know yourself better, to get to know your child better, and to use this knowledge in making decisions about how to raise your child. Depending on demand, the training may also be offered in Spanish.

The first 100 Head Start/Early Head Start programs that enroll two persons for the Institute and the pre-Institute training will be accepted. This team of two will then be responsible for returning to their local community and sharing the 21st Century Exploring Parenting program with Head Start parents.

There is an additional registration charge of \$50 per person to attend the 21st Century Exploring Parenting training, which includes lunch on Monday and curriculum materials with video. Participants accepted into the training (on a first-come-first-served basis) will be notified and billed in advance of the Institute. Note that participants must send a team of two individuals for arrival on Sunday, June 13, as Monday's session begins at 8:30 a.m.

# Institute Registration Form

**The Father Factor: National Head Start Institute on Father Involvement  
June 14-18, 2004 Dallas, Texas**

One registrant per form. Please duplicate form as necessary. On-site registration will not be accepted. Type or print clearly, and provide all requested information. Please make sure to complete both sides of this page. You may also register on-line at [www.hsnrc.org](http://www.hsnrc.org). *La versión en español de este formulario de inscripción se encuentra disponible en nuestra página: [www.hsnrc.org](http://www.hsnrc.org)*

**Registration Deadline - May 28, 2004**

Female

Male

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Head Start Program Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Region

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_) \_\_\_\_\_  
Phone

(\_\_\_\_) \_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

My Grantee Agency is: \_\_\_\_\_

## SPECIAL ASSISTANCE

Please identify in the space below any special arrangements you require to participate in the Institute.

- Parking for adapted vehicles       Sign Language       Spanish Interpretation  
 Other (please specify) \_\_\_\_\_

I would like to receive more information on the following:

- Child care services       Exhibiting at the Institute  
 Continuing Education Credits (if available)

I would like to register for the pre-Institute training—21st Century Exploring Parenting in (please check one):

- English       Spanish       Prefer Spanish, but can attend English

The name and title of the additional staff member from my program participating in the pre-Institute training is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*\*Please be advised that you must have a companion staff person from your program to participate in the pre-Institute training and subsequent workshops.*

*\*\*Each staff person must complete a Fatherhood Institute Registration Form.*

Confirmations for the pre-Institute training will be sent separately.

(continued on other side)

# Institute Registration Form

*continued*

## JOB ROLE INFORMATION

Please answer the following questions regarding relevant aspects of your work.

1. What is your primary role and area of leadership? Please check all that apply.  
 Head Start Director                       Early Head Start Director  
 Policy Council Member                       Male Involvement/Parent Involvement Specialist  
 Parent     Other (please specify) \_\_\_\_\_
2. What type of program or agency are you from?  
 Head Start Grantee                       Early Head Start Grantee                       Federal Government  
 Head Start Delegate Agency                       Early Head Start Delegate Agency                       Other (please specify) \_\_\_\_\_
3. What is the size of your program? Please select one (if applicable):  
 Up to 60 children                       61 to 350 children                       351 to 700 children  
 701 to 1,500 children                       More than 1,500 children

## REGISTRATION INFORMATION

The registration fee is \$300 per participant.

There is an additional \$50 charge for the pre-Institute training on 21st Century Exploring Parenting. Participants accepted into the training (on a first-come-first-served basis) will be notified and billed in advance of the Institute. The deadline for receipt of registration is May 28, 2004.

All registration forms must be accompanied by a credit card, check, or money order for the total amount.

Check or money order should be made payable to Pal-Tech, Inc.

Please reference "Fatherhood Institute" and name of participant(s) on check.

If paying by credit card, please provide credit card information below.

## MAIL TO:

National Head Start T/TA Resource Center  
c/o Pal-Tech, Inc.  
1000 Wilson Boulevard, Suite 1000  
Arlington, VA 22209  
Attention: Fatherhood Institute

## CANCELLATION

Cancellation of your Institute registration must be made in writing. Cancellations postmarked prior to May 28, 2004, are subject to a \$75 administrative fee. There will be no refunds on cancellations after that date. Refunds will be issued after the Institute.

## REGISTRATION FEE: \$300

**Credit Card Type:**                      **Visa**                                      **MasterCard**

*(no other credit cards will be accepted)*

**Cardholder's Name:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

### IF PAYING BY CHECK:

**Check Number:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

*Please include name of participant(s) on check.*

# Getting There

Dallas is very accessible, regardless of where or how you are traveling.

## BY CAR, BUS, & TRAIN

Dallas is easy to get to from most major cities in the region, thanks to its location at the intersection of a number of major crossroads. Dallas can be conveniently accessed from four major highways, including US-75, I-45, I-35, and I-30.

**Greyhound** long-distance buses operate from the 24-hour Greyhound bus terminal located at 205 S. Lamar. For more information, please call 800-229-9424 or visit [www.greyhound.com](http://www.greyhound.com).

**Amtrak** services cover long-distance routes to Dallas via the Texas Eagle Train. The train station is located at 400 S. Houston Street. For more information, please call 800-872-7245 or visit [www.amtrak.com](http://www.amtrak.com).

If traveling by train, please contact Amtrak, ask to speak with an agent and provide the following convention code number for a discounted rate.

<u>Train</u>	<u>Phone Number</u>	<u>Convention Code</u>
Amtrak	800-872-7245	X94B-911

## BY AIR

Special discounted fares have been arranged for participants traveling round-trip to the National Head Start Institute on Father Involvement.

To make your reservations, call your airline of preference from the list below, identify yourself as a participant in the Fatherhood Institute, and provide the Group ID number that corresponds to the airline you are calling. Please call early to receive the lowest fare with the highest discount. Please note that some restrictions and service fees may apply.

Two major airports serve the Dallas area. Dallas/Fort Worth International Airport, located approximately 18 miles from downtown, offers nearly 2,000 flights daily. Dallas Love Field Airport, located 7 miles from downtown, offers 300 daily flights.

When making your airline reservations, please contact your airline of preference from the list below and provide the appropriate Group ID number to ensure that you receive the discounted fares.

<u>Airline</u>	<u>Phone Number</u>	<u>Group ID Number/Code</u>
American Airlines	800-433-1790	A7664AM
America West Airlines	800-548-7575	8756
Continental Airlines	800-468-7022	VNRE9F
Delta Airlines	800-241-6760	202470A
Northwest Airlines	800-328-1111	NEPM5
US Airways	877-874-7687	25622988



# Getting Around

## TAXI & AIRPORT SHUTTLE SERVICES

### Dallas/Fort Worth International Airport (DFW)

Taxi service is available from the upper level of each terminal. The average one-way fare to downtown Dallas is \$38. Shuttle bus service to or from DFW is provided 24-hours a day by SuperShuttle. The average one-way fare to downtown Dallas is \$20. Twenty-four hour advance notice is required. For additional SuperShuttle information, call 800-258-3826 or visit [www.supershuttle.com](http://www.supershuttle.com).

### Dallas Love Field Airport (DAL)

Taxi service is provided on the upper level across the street from the baggage claim wing of the main terminal building. The average one-way fare to downtown Dallas is \$18. Shuttle bus service to and from DAL is provided by SuperShuttle. The average one-way fare to downtown Dallas is \$15. Twenty-four hour advance notice is required. For additional information, call 800-258-3826 or visit [www.supershuttle.com](http://www.supershuttle.com).

## CAR RENTAL

The following car rental agencies are offering discounted rental rates to Institute participants:

Rental Company	Phone Number	Group ID Number/Code
Hertz	800-654-2240	022Q1655
Enterprise	800-593-0505	09D2252

## LOCAL TRANSPORTATION

Public transportation is provided by the **Dallas Area Rapid Transit (DART)** light rail system. The 44-mile DART rail system provides fast, convenient service to the Dallas Convention Center, area hotels, and shopping and entertainment destinations. For route and schedule information, call the Transit Department's Customer Service Center at 214-979-1111 or visit [www.dart.org](http://www.dart.org).

The **Trinity Railway Express (TRE)** transports visitors from downtown Union Station to DFW Airport. Shuttle routes operate from CentrePort/DFW Airport Station, delivering passengers directly to their terminals. One route travels to Terminals A and C; the other serves Terminals B and E. Shuttles are scheduled to meet all trains, departing every 15 minutes, Monday through Saturday. No regularly scheduled service is available on Sunday. Union Station is located a few blocks from the Hyatt Regency in downtown Dallas. For more information, call the Transit Department's Customer Service Center at 214-979-1111 or visit [www.dart.org](http://www.dart.org).



# Hotel Information

**RESERVATION DEADLINE: MAY 10, 2004**

The following hotels have set aside rooms for participants in the National Head Start Institute on Father Involvement. To secure a room with one of our participating hotels, please make reservations through the Fatherhood Institute Housing Bureau.

Hotels	Single	Double	Triple	Quad
<b>Adam's Mark Dallas</b> 400 N. Olive Street	\$95	\$95	\$105	\$115
Located approximately one mile from the Convention Center, the Adam's Mark Dallas Hotel will serve as the Institute Headquarters. The hotel is located in the center of Dallas' downtown arts and financial district, within walking distance of the Dallas Museum of Art, Meyerson Symphony Center, and the Majestic Theatre. The Adam's Mark, the largest hotel in Dallas, features five restaurants and amenities including a fully equipped health club, indoor and outdoor pools, saunas, and whirlpools. The hotel is located approximately 22 miles from DFW International Airport and 12 miles from DAL Airport.				
<b>Hyatt Regency Dallas</b> 300 Reunion Boulevard	\$95	\$120	\$145	\$170
Located within two blocks of the Convention Center, the Hyatt Regency Dallas features an 18-story atrium, two lounges, and three restaurants, including Antares, a revolving New American restaurant atop Reunion Tower. The hotel offers a newly-renovated fitness center, outdoor pool, and jacuzzi. An underground concourse connects the hotel to Union Station, providing access to various parts of Dallas via the light and commuter rail systems. The hotel is located approximately 23 miles from DFW International Airport and 10 miles from DAL Airport.				
<b>Renaissance Dallas Hotel</b> 2222 Stemmons Freeway	\$95	\$95	\$95	\$95
The Renaissance Dallas Hotel is located in the heart of the Dallas Market Center, close to downtown and three miles from the Convention Center. The hotel features two restaurants and is located minutes from the West End Marketplace, Big "D" sporting arenas, and the Kennedy Museum. Amenities include a fully-equipped health club, an outdoor heated pool, whirlpool, sauna, and steam room. The hotel is located 15 miles from DFW International Airport and 8 miles from DAL Airport.				
<b>Wyndham Anatole</b> 2201 Stemmons Freeway	\$95	\$115	\$135	\$155
The Wyndham is approximately three miles from the Convention Center and is located on 45 lush acres just outside of downtown Dallas. The hotel features ten retail boutiques and shops, six lounges, and five restaurants, including the five-star Nana restaurant. Amenities include a full-service health club and spa, three swimming pools, and a private seven-acre park. The hotel is located approximately 18 miles from DFW International Airport and 8 miles from DAL Airport.				

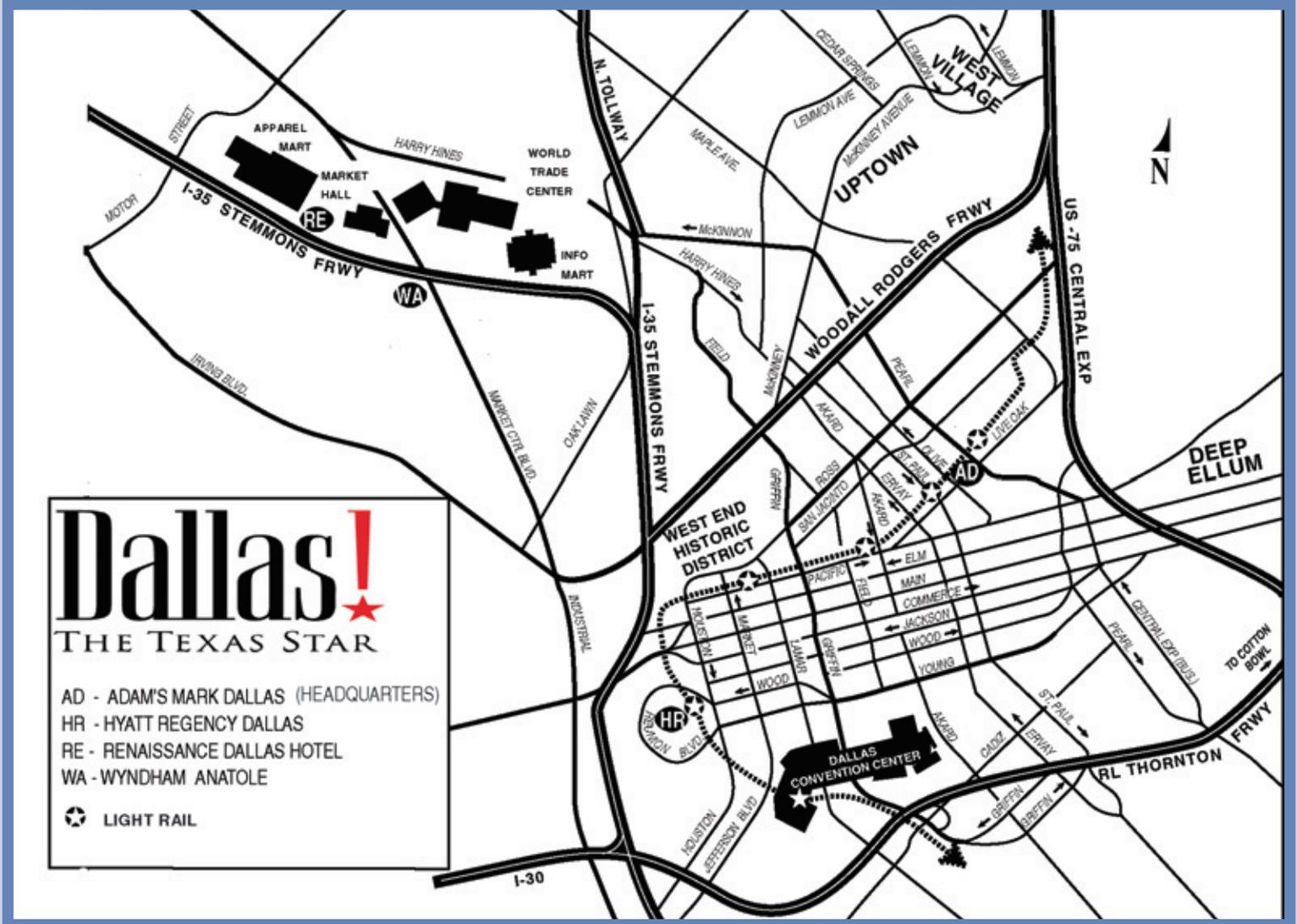
**Please note:**

- All hotel room charges are subject to a 15 percent hotel tax.
- A deposit equal to one night's room and tax is required to guarantee your reservation. Check, money order, American Express, Discover, Visa, or MasterCard are accepted for deposit. Hotels will charge credit cards immediately. Checks should be made payable to the Fatherhood Institute Housing Bureau. If a deposit is not provided, the reservation will not be processed.
- Confirmations will be sent within 3-7 business days of receipt of your Hotel Reservation Form via Internet, fax, or U.S. Mail.
- The deadline for making hotel reservations at the above-listed rates is May 10, 2004.
- To receive a full refund, cancellations must be received by May 10, 2004. After May 10, the hotels will refund your deposit less a \$15 cancellation fee. **DEPOSITS FOR RESERVATIONS CANCELLED WITHIN 72 HOURS OF THE ARRIVAL DATE ARE NON-REFUNDABLE.**
- Please make any changes or cancellations directly with the Fatherhood Institute Housing Bureau.
- Daily shuttle service will be provided from Institute hotels to the Convention Center.

Complete the Hotel Reservation Form located on page 9 and mail or fax form to:  
 Fatherhood Institute Housing Bureau  
 325 North St. Paul Street, Suite 700  
 Dallas, TX 75201  
 Fax: 214-571-1024  
 800-792-1029 or 214-571-1023

For more information or to make reservations over the phone, please contact the Fatherhood Institute Housing Bureau at 800-792-1029. Office Hours are 8:00 a.m. – 5:00 p.m. CST, Monday-Friday. Reservations also can be made on-line at [www.hsnrc.org](http://www.hsnrc.org).

# Downtown Dallas



# Hotel Reservation Form

**The Father Factor: National Head Start Institute on Father Involvement  
June 14-18, 2004 Dallas, Texas**

**RESERVATION DEADLINE: May 10, 2004**

Please print clearly. Use one form for each room request. Photocopy additional forms as necessary. Please read all instructions carefully and fill out form completely. The Fatherhood Institute Housing Bureau will send confirmation numbers within 3 to 7 business days. Reservations also can be made on-line at [www.hsnrc.org](http://www.hsnrc.org).

<b>Arrival Day &amp; Date:</b> _____	<b>Departure Day &amp; Date:</b> _____
--------------------------------------	--

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Sharing with (Please provide first and last name of each person sharing a room):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Type Requested:  One Bed  Two Beds  ADA  
(Check all that apply)  Smoking  Non-Smoking

### Hotel

*(please number 1 through 4, in order of preference)*

Preference	Hotel	Single	Double	Triple	Quad
	Adam's Mark Dallas	\$95	\$95	\$105	\$115
	Hyatt Regency Dallas	\$95	\$120	\$145	\$170
	Renaissance Dallas Hotel	\$95	\$95	\$95	\$95
	Wyndham Anatole	\$95	\$115	\$135	\$155

**Deposit:** A deposit equal to one night's room and tax is required. Hotels will charge credit cards immediately. To receive a full refund, cancellations must be received by May 10, 2004. After May 10, the hotels will refund your deposit less a \$15 cancellation fee. **DEPOSITS FOR RESERVATIONS CANCELLED WITHIN 72 HOURS OF THE ARRIVAL DATE ARE NON-REFUNDABLE.**

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please fax or mail completed forms to:**  
Fatherhood Institute Housing Bureau  
325 North St. Paul Street, Suite 700  
Dallas, TX 75201  
Fax: 214-571-1024  
Phone: 800-792-1029 or 214-571-1023  
Office Hours: 8:00 a.m. – 5:00 p.m. CST, Monday-Friday

A blue-tinted photograph of the Dallas skyline, featuring the Reunion Tower on the right side. The text is overlaid on the image.

# **Join Us at the Opening Plenary & Welcoming Reception**

**Monday, June 14, 2004  
Dallas Convention Center**

**Opening Plenary Session  
4:00 p.m. - 5:30 p.m.**

**Welcoming Reception  
6:00 p.m. - 8:00 p.m.**

**Shuttle Service will be provided to and from Institute  
hotels to the Dallas Convention Center.**

# THE FATHER FACTOR!

## NATIONAL HEAD START INSTITUTE ON FATHER INVOLVEMENT

### WEEK AT A GLANCE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:30 a.m.		FIRST THOUGHTS ON GETTING FATHERS INVOLVED IN HEAD START <i>Plenary Session</i>	BUILDING YOUR FOUNDATION TO WORK WITH FATHERS <i>Plenary Session</i>	PLANNING THE SUCCESS OF YOUR FATHERHOOD PROGRAM <i>Plenary Session</i>	BRINGING YOUR FATHERHOOD PLAN TO LIFE <i>Regional Planning Sessions</i> <b>9:00 - 11:00 a.m.</b>
10:30 - 11:00 a.m.		B R E A K			
11:00 - 12:30 p.m.	<b>REGISTRATION</b>  <b>NOON</b>  <b>TO</b>  <b>8 P.M.</b>	WORKSHOPS	WORKSHOPS	WORKSHOPS	<b>B R E A K</b> <b>11:00 - 11:30 a.m.</b>
12:30 - 2:00 p.m.		L U N C H			
2:00 - 3:30 p.m.		WORKSHOPS	WORKSHOPS	WORKSHOPS	<b>CLOSING SESSION &amp; LUNCHEON</b>  <b>11:30 - 3:00 p.m.</b>
3:30 - 4:00 p.m.		B R E A K			
4:00 - 5:30 p.m.	WELCOME: OUR NATIONAL LEADERSHIP'S COMMITMENT TO FATHER INVOLVEMENT  APPRECIATING HOW FATHERS GIVE CHILDREN A HEAD START	WORKSHOPS	WORKSHOPS	WORKSHOPS	
	WELCOMING RECEPTION 6:00 - 8:00 p.m.	EVENING ACTIVITY TBA	EVENING ACTIVITY TBA	EVENING ACTIVITY TBA	



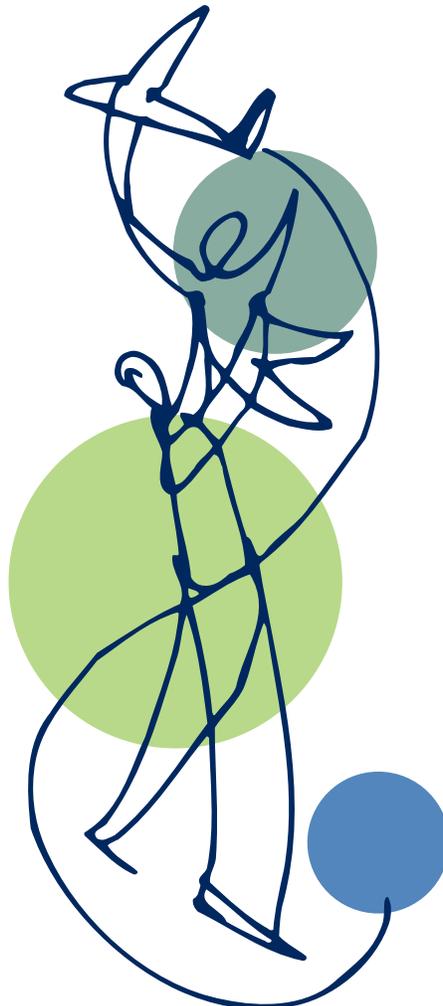
## SPOTLIGHT ON FATHERS



Photographs and videos highlighting father involvement will be on display throughout the Institute. The Head Start Bureau is interested in photographs and videos that illustrate how grantees successfully incorporate fatherhood into their programs. If you have photos or videos you would like to submit, please mail or e-mail them to:

National Head Start T/TA Resource Center  
c/o Pal-Tech, Inc.  
1000 Wilson Boulevard, Suite 1000  
Arlington, VA 22209  
Attention: Fatherhood Institute  
E-mail: [fatherhoodinstitute@pal-tech.com](mailto:fatherhoodinstitute@pal-tech.com)

*Please note: Photos or videos will not be returned. Submission of photos or videos indicates that the Head Start Bureau and its contractors have full permission to use them in materials and presentations associated with the Fatherhood Institute. Please specify the name of the photographer and the Head Start Grantee, as well as the names of individuals included in photographs. Photographs without this information will not be used.*



# Key Contacts

## INSTITUTE REGISTRATION:

### **National Head Start T/TA Resource Center**

c/o Pal-Tech, Inc.  
1000 Wilson Boulevard  
Suite 1000  
Arlington, VA 22209  
Attention: Fatherhood Institute  
Institute Information Hotline: 888-747-8709  
Fax: 972-349-7715  
E-mail: [fatherhoodinstitute@pal-tech.com](mailto:fatherhoodinstitute@pal-tech.com)  
Web site: [www.hsnrc.org](http://www.hsnrc.org)

## HOTEL RESERVATIONS:

### **Fatherhood Institute Housing Bureau**

325 North St. Paul Street  
Suite 700  
Dallas, TX 75201  
Phone: 800-792-1029 or 214-571-1023  
Fax: 214-571-1024



# THE FATHER FACTOR:

## National Head Start Institute on Father Involvement

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Arlington, VA 22209

